

**LEWIS AND CLARK CITY-COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH –MINUTES  
MACo Building 2715 Skyway Drive, HELENA, MONTANA 59601  
September 26, 2013**

Members Present

Commissioner Andy Hunthausen, vice-chair  
Anne Weber  
Maria Braman  
Kent Kultgen

Members Absent

Mayor Anthony Strainer  
Mayor Jim Smith  
Jennifer Lowell  
Kelly Parsley, chair  
James Benish

Staff Present

Melanie Reynolds     Drenda Niemann  
Jolene Helgersen     Jim Wilbur  
Kathy Moore  
Gayle Shirley  
Mike Henderson  
Karen Lane  
Norman Rostocki

Guests Present

Karen Filipovich, Facilitator

**BOARD MEMBER DISCUSSION**

Finance Reports: Norman Rostocki, Finance Coordinator, referenced the FY13 yearend comparison to budget and cash flow for July 2012 through June 2013 on page 2 of the board packet. Mr. Rostocki noted that the Department is 100% of the way through its fiscal year. Total revenue to date is \$1,699,588, or 102% of the amount budgeted; actual expenditures are \$1,580,242, or 92% of the amount budgeted. Revenues are over expenditures by \$119,346; total ending cash is \$777,170. In answer to a question from Anne Weber, Mr. Rostocki stated that if a fund balance is close to the statutory limit, the county finance officer will adjust the next fiscal year budget to address a fund balance. Melanie Reynolds, Health Officer, noted that with the extra funding available she is looking for long-term space for the health department. Melanie also noted that the Board will be having their first finance committee meeting in October. Staff will work with the Board on scheduling a date and time.

Mr. Rostocki referenced the FY14 comparison to budget and cash flow for July 2013 through August 2013 on page 3 of the board packet. Mr. Rostocki noted that the Department is 16% of the way through its fiscal year. Total revenue to date is \$76,095, or 4% of the amount budgeted; actual expenditures are \$216,531, or 10% of the amount budgeted. Revenues are under expenditures by \$140,435; total ending cash is \$636,585.

Commissioner Hunthausen stated that with the changes to the community decay ordinance regarding the inability to comply due to illness, the commissioners are looking to the Environmental Services Division staff to find funding through various agencies and the community to assist those who cannot comply with ordinance. Kathy Moore, division administrator for the Environmental Services Division, stated that the county public works department has helped in the past regarding funding for community decay.

**MINUTES**

Commissioner Hunthausen asked if there were any corrections or additions to the July 25, 2013, minutes. There being none, the Board approved the minutes as written.

## **STRATEGIC PLANNING**

Karen Filipovich facilitated the meeting, the second of what is expected to be 3 Board of Health strategic planning sessions. Key discussion items were:

- Vision and values
- Discussion of draft priorities
- Goals for the Health Department Strategic Plan
- Crafting strategic plan objectives

Volunteers for a strategic planning work group will meet in November to organize material from today's planning session to present at the third strategic planning session scheduled for December 5, 2013.

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Commissioner Andy Hunthausen, Vice-chair

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Melanie Reynolds, Secretary